United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program

SOP No.: PDP-LABOP-14		Page 1 of 5
Title: Receipt, Custody, Preparation, Packaging, and Shipment of PDP Homogenates for Perchlorate Analysis		
Revision: Original	Replaces: N/A	Effective: 09/01/06

1. Purpose:

To provide standard procedures for shipping Pesticide Data Program (PDP) sample homogenates to the Food and Drug Administration's (FDA) Southeast Regional Laboratory (SRL) for perchlorate analysis.

2. Scope:

This standard operating procedure (SOP) shall be followed by all PDP laboratories responsible for sample homogenization and provision of an analytical portion to another laboratory for perchlorate testing. This SOP shall be used in conjunction with SOPs PDP-LABOP-01, PDP-LABOP-02, and PDP-LABOP-03, which specify sample receipt, custody, and preparation procedures respectively. This SOP shall be followed for the receipt, custody, preparation, storage, packaging, and shipment of homogenates to the FDA SRL for perchlorate analysis.

3. Outline of Procedure:

5.1 Sample Receipt
5.2 Sample Custody
5.3 Sample Preparation
5.4 Sample Storage
5.5 Sample Packaging
5.6 Sample Shipment

4. References:

- Emails and discussions with Alex Krynitsky, Food and Drug Administration (FDA) Chemist, on FDA's homogenate requirements for perchlorate testing, May 15-19, 2006
- PDP SOP PDP-LABOP-01
- PDP SOP-LABOP-03
- PDP SOP-LABOP-02
- USDA, APHIS NMRAL SOP CUST-17, original version, 08/05/93

5. Specific Procedures:

This SOP represents minimum PDP requirements and is presented as a general guideline for the preparation and shipment of homogenates to the FDA SRL for perchlorate analysis. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

5.1 Sample Receipt

Samples are received, logged, and stored by the shipping laboratory in accordance with SOPs PDP-LABOP-01, PDP-LABOP-02, and applicable internal laboratory SOPs.

5.2 Sample Custody

The shipping laboratory shall ensure that chain of custody remains intact as required by SOP PDP-LABOP-02. The laboratory shall use the forms established in internal laboratory procedures.

5.3 Sample Preparation

5.3.a Samples shall be prepared in accordance with SOP PDP-LABOP-03. Extra care should be taken between samples to ensure that samples are not cross-contaminated.

5.3.b For each sample homogenate, place approximately a 100 g portion into a 4-oz sample cup provided by MPO (allow some headspace for expansion during freezing). Screw lid onto cup. Prepare label (also provided) with the appropriate laboratory code (e.g., WA1), internal ID number, and commodity code for the homogenate. Place label vertically on side of cup so that it is securely affixed to both the lid and the cup. Additionally, prepare a packing list with the internal lab ID number for all included samples. This information shall be recorded in permanent, waterproof, non-smearing ink.

5.4 Sample Storage

Sample cups shall be stored in a -40EC freezer, or lower, at least overnight, until shipment. Samples shall be shipped overnight so that they arrive at the FDA laboratory on a workday unless a weekend and/or holiday delivery has been agreed upon by the FDA SRL and PDP headquarters. The shipping laboratory shall notify the FDA SRL of the shipment.

5.5 Sample Packaging

On the day of shipment, samples and their packing list shall be packaged into insulated shipping containers with adequate frozen cold packs and packing material to ensure that samples are received in satisfactory condition by the FDA SRL. A PDP Sample Information Form (SIF) shall NOT be sent with the sample as it contains proprietary program site information.

5.5.a Ensure that all samples are accounted for and any appropriate internal chain of custody record(s) has been completed. The sample packing list shall be placed in a resealable plastic bag and placed on top of the samples and packing materials inside the insulated shipping container.

5.5.b Pack samples tightly into the insulated shipping container and surround with an adequate number of frozen cold packs to ensure that samples are received in an acceptable condition. Adequate packing materials and cold packs shall be placed around all sides of the samples to prevent movement of the samples in the insulated shipping container and to aid in maintaining sample temperatures.

5.6 Sample Shipment

Package the insulated shipping container and ship by overnight courier according to established procedures to the FDA SRL at the following address:

Anthony D. Williams
US FDA/SRL
60 Eighth Street N. E.
Atlanta, GA 30309

Contact information for the laboratory is:

Anthony Williams
Tony.Williams@fda.hhs.gov
404/253-1200, x5294 or x5402

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- Established requirements for shipping PDP homogenates to an FDA laboratory for perchlorate analysis